

BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY



JOB DESCRIPTION OF PURCHASE/ PROCUREMENT OFFICER

About BIMTECH	Birla Institute of Management Technology (BIMTECH) was set up in 1988 by the Birla Academy of Art and Culture, with support from the Birla Group of companies. It was founded by the late Basant Kumar Birla and Sarala Birla, who were key leaders of the B K Birla Group. Every year, BIMTECH brings together students from almost all parts of India, along with some from other countries. It is a place where students learn about international business too. The mix of cultures, backgrounds, and experiences makes BIMTECH a lively and enriching place to study management.
Industry	Higher Education
Post/ Job Title	Officer- Purchase/Procurement
Job Type	Regular Full Time Job Location: Greater Noida
Reporting to	Head-Finance
No. of Position	1
Role	We are seeking professionals to work as a Procurement/ Purchase Manager who be able to manage end-to-end procurement activities across institute level, vendor negotiations, contract management. Operating within the Finance Department, the role ensures compliance with procurement policies, cost controls, and statutory requirements, and plays a vital role in vendor management and budget adherence. The role requires strong analytical, negotiation, and coordination skills to optimize costs, ensure timely delivery, and maintain compliance with BIMTECH policies.
The role comes with the following Responsibilities	<p>Procurement & Purchasing</p> <ul style="list-style-type: none"> • Raise and process Purchase Requisitions (PRs) and Purchase Orders (POs) in line with approved budgets and authorization matrices. • Source vendors and obtain competitive quotations (minimum three quotations) for goods and services. • Evaluate bids based on price, quality, delivery timelines, and vendor credibility. • Coordinate with end-user departments to understand procurement needs and specifications. • Manage end-to-end procurement cycle from requisition to goods receipt and invoice settlement. <p>Vendor Management</p> <ul style="list-style-type: none"> • Identify, onboard, and maintain an approved vendor / supplier database. • Conduct periodic vendor performance reviews on quality, delivery, and pricing. • Negotiate contracts, rate cards, and credit terms with vendors. • Manage vendor relationships and resolve disputes or delivery issues in a timely manner. <p>Finance & Cost Control</p> <ul style="list-style-type: none"> • Ensure all procurement is within sanctioned budgets; flag and escalate budget variances. • Verify invoices against POs and goods-received notes (GRNs); coordinate with Accounts Payable for timely processing. • Track and report cost savings and cost avoidance achieved through negotiations. • Assist in preparing procurement budgets and cost forecasts for the finance team. • Monitor advances, security deposits, and AMC renewals related to vendor contracts. <p>Compliance & Documentation</p> <ul style="list-style-type: none"> • Ensure procurement activities comply with organizational policies, delegation of authority, and regulatory requirements (GST, TDS, MSME, etc.). • Maintain accurate and audit-ready procurement records, contracts, and correspondence. • Conduct periodic internal audits of procurement files and rectify gaps. • Coordinate with the legal team/respective department for vendor agreement review and execution. <p>Inventory & Logistics Coordination</p> <ul style="list-style-type: none"> • Coordinate with the stores team for timely receipt and quality inspection of ordered goods. • Monitor reorder levels and stock movement to avoid shortages or excess inventory. • Liaise with logistics partners for shipping, customs clearance, and delivery (if applicable).
Skill Sets:	<ul style="list-style-type: none"> • Contracts Management • Negotiation Skills

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	<ul style="list-style-type: none">• Sourcing Skills• Interpersonal Skills• Proficient in Microsoft Office Suite (Word, Excel, Power point)• Ability to gather, clean and interpret data using common data visualization tools• Aptitude for connecting with others and building relationships• Experience in ERP systems, e-procurement platform
Essential Eligibility Conditions	<p>Minimum Qualifications:</p> <ul style="list-style-type: none">• Graduate in Engineering, Commerce, Management, Supply Chain, Operations, or related discipline.• Minimum 6–8 years of experience in procurement/purchase/vendor management. <p>Preferred/Desirable Qualification:</p> <ul style="list-style-type: none">• B.E./B.Tech in any discipline preferred.• MBA/PGDM in Supply Chain, Operations, Finance, or Procurement preferred.• Experience in higher education institutions, corporate procurement, PSU, or large service organizations will be preferred.• Knowledge of GFR 2017, GeM procurement, tendering procedures, and vendor contract management.• Experience with ERP/e-procurement systems will be an added advantage.
What We Offer	Salary shall be commensurate with the candidate's current role, experience, and institute norms.
How to Apply	Please Apply through the Google form Link below Or Share CV to recruitments@bimtech.ac.in https://forms.gle/ewSxm2fmbpJxq91Q7